

Date: November 18, 2014

To: Thomas J. Bonfield, City Manager
Through: Keith Chadwell, Deputy City Manager
From: Reginald J. Johnson, Director
Department of Community Development
Subject: Engineering and Related Design Services for Southside Homeownership
Phase 2

Executive Summary

On June 11, 2014, the City of Durham issued a Request for Qualifications (RFQ) for Engineering and Related Design Services associated with the second phase of homeownership in the Southside community with the area of focus being on the City acquired parcels along Beamon Place and West Piedmont Avenue. (map attached). Three proposals were received, with two firms being requested to return and present to a three person review panel. Upon completion of the presentations, the review team recommended that the Community Development department begin negotiations with the engineering firm Stewart Inc. (Stewart) of Raleigh, NC with a local office in Durham, NC.

Additionally, the Community Development department is requesting an allocation of funding for the payment of development fees associated with the Phase 2 revitalization effort. Examples of required fees include preliminary plat fees, construction document submittal fees, BMP stormwater facility submittal fees and bonds, along with engineering and impact fees. A schedule of estimated fees is attached.

Recommendation

The Department of Community Development recommends that City Council receive a presentation on the status of the Southside redevelopment project, approve the expenditure of \$465,000.00 in Community Development Block Grant funds, authorize the City Manager to execute a contract with Stewart Inc. to provide Engineering and Related Design Services in the amount of \$155,000.00 for the Southside Phase 2 Homeownership effort, and approve the allocation of up to \$310,000.00 for the payment of impact and development fees associated with the Southside Phase 2 Homeownership effort.

Background

As the site preparation and infrastructure improvements for the Phase 1 homeownership effort in Southside nears completion, along with new home construction underway on twenty two lots, the City issued an RFQ for Engineering and Related Design Services for the second phase of homeownership, which will focus on the Beamon/Piedmont assemblage. Upon submittal and review by the evaluation team, which consisted of a representative from Community Development, City-County Planning and the Equal Opportunity and Equity Assurance Department, Stewart Inc., who also participated in the Phase 1 effort was recommended to provide the requested services for the second phase of development.

Moving forward with the creation of a development plan for the Beamon/Piedmont assemblage which is currently owned by the City will continue the momentum that has been established in the Southside community and also assist with the marketing efforts of both Phase 1 and 2.

Stewart Inc. scope of work will include three conceptual designs which will be presented to staff for review and approval, a grading study, earthwork and stormwater analysis to include coordination meetings with the Public Works and Community Development departments and lot layout and design studies for the future development. The site plan approval process will include the creation of an existing conditions plan, demolition, grading and drainage plans along with utility and landscaping plans to be submitted to the City of Durham for approval. Concurrently with the site plan approval process, Stewart Inc. will prepare a Road Closing application for the existing Beamon Street right-of-way. Upon site plan approval, construction documents to meet City of Durham specifications will be prepared to include sewer and roadway profiles, BMP plans and associated documents, erosion control plans to include the required submittal for approval and permitting, preparation of utility plans for submittal and approval of utility permits and preparation of a cost estimate for the site preparation and public infrastructure improvements.

Bid packages and reference manuals will be created for the public bid process to select an infrastructure contractor for the site preparation and public infrastructure improvements. This will include assistance with the bid process, review and response to requests for information, submittals and review of shop drawings, site visits to provide project oversight and approvals, along with the creation of the final as-built drawings and the final close out of the project. Upon selection of an infrastructure contractor, the Community Development department would prepare an agenda item and return to City Council for approval and present staff's recommendation for the build out of the Phase 2 area. The scope of work to include the bid process along with the infrastructure improvements is projected to take approximately eighteen months to complete (schedule attached).

Sub-consultant services which are estimated at \$40,000.00 are included in Stewart's proposal. Those services will include surveying to include a topographic survey, land disturbance and tree survey, recombination and a lot staking survey, site construction and right of way and dedication survey, along with stream determination and permitting, geotechnical and construction materials and testing that will be required for the redevelopment effort.

Issues/Analysis

Due to the current success of the Phase 1 effort, it is important to move design of the second phase forward as soon as possible. As the neighborhood is seeing positive changes through public and now private investment, a delay in the design of the second phase may have an impact on the overall success of the revitalization effort in the Southside community.

Alternatives

The City Council could direct staff to re-issue the Request for Qualifications (RFQ) for the Engineering and Related Design Services for Beamon Place and the West Piedmont Avenue redevelopment effort. Issuing an RFQ would add additional time to the completion of the second phase of the homeownership development in Southside and potentially have a negative impact of the redevelopment of the area.

Financial Impact

The financial impact associated with the Engineering and Related Design Services for the Phase 2 homeownership effort in Southside will be a maximum amount up to \$465,000.00 in Community Development Block Grant funds. A draw schedule will be established and pay requests will be paid on the percentage of services completed per task. The table below outlines the estimated costs for Stewart's scope of work. The development and impact fees will be paid as required per the development review and site plan approval process.

Staff will return to City Council in late summer or early fall of 2015 to present a recommendation for the approval of a site preparation and infrastructure contractor along with approval of the associated costs. The current engineer's estimate for the site preparation and infrastructure work is \$1,000,000.00 but costs will not be finalized until the bid process is complete. The projected lot yield for the phase 2 development is 20. Based on the engineers estimate and the design costs, total costs of preparing the lots for construction is estimated at \$1,495,000.00.

Costs Associated with Engineering and Design Services for Southside Phase 2 Homeownership

Task 1 – Due Diligence	\$19,595.00
• Federally Protected Species Audit	\$500.00
• Stream and Wetland Assessment	\$1,600.00
• Geotechnical Evaluation	\$4,500.00
• Topographic and Boundary Survey	\$8,000.00
• Tree Survey	\$810.00
• Stream Delineation Survey	\$810.00
• Ordinance Audit	\$875.00
• Site Inventory and Analysis	\$1,100.00
• Meetings	\$800.00
• Site Visit	\$500.00
• Printing Costs	\$100.00
Task 2 – Kick Off Workshop	\$5,850.00
• Conceptual Design	\$1,250.00
• Exhibits and Workshop Preparation/Coordination	\$2,000.00
• Workshop	\$2,250.00
• Printing Costs	\$350.00
Task 3 – Conceptual Master Plan	\$11,900.00
• Finalize Layout	\$1,000.00
• Grading Studies	\$1,500.00
• Earthwork Calculations	\$1,750.00
• Preliminary Stormwater Assessment	\$1,275.00
• Graphics and Marketing Exhibits	\$2,750.00
• City Council Presentation (if required)	\$875.00
• Coordination with Church	\$500.00
• Meetings	\$1,900.00
• Printing Costs (Submittals Only)	\$350.00

Task 4 – Site Plan Approval	\$29,475.00
• 1 st . Submittal	\$9,750.00
• 2 nd . Submittal	\$5,250.00
• Final Submittal	\$3,000.00
• Section 404 and 401 Permitting	\$1,850.00
• Road Closing	\$1,500.00
• Final Plats	\$5,250.00
• Coordination Meetings	\$1,500.00
• Public Hearing	\$875.00
• Printing Costs (Submittals Only)	\$500.00
Task 5 – Construction Documents and Permitting	\$24,000.00
• Public Works CD Approval	\$12,500.00
• Sewer and Roadway Profiles	\$2,250.00
• BMP Design	\$1,500.00
• Erosion Control Plan and Permit	\$3,250.00
• Utility Permits	\$750.00
• Cost Estimate	\$1,250.00
• Meetings	\$2,000.00
• Printing Costs	\$500.00
Task 6 – Bidding and Construction Administration	\$22,850.00
• Final Bid Package and Reference Manual	\$4,000.00
• Bidding Assistance	\$1,500.00
• Contractor Evaluations	\$500.00
• RFI Submittals and Shop Drawing Review	\$3,000.00
• Site Visits and OAC Meetings	\$5,500.00
• Final Inspection	\$750.00
• Punch List	\$500.00
• As Builts and Final Close Out	\$5,250.00
• Meetings	\$1,500.00
• Printing Costs	\$350.00
Task 7 – Engineers Certification and Close Out	\$6,250.00
• BMP As Builts Review	\$1,250.00
• Storm Water Calculations	\$2,500.00
• Site Inspection	\$500.00
• Lighting Verification	\$750.00
• Water Main Testing Observation	\$375.00
• Sewer Testing Observation	\$375.00
• Video Review and Analysis	\$500.00
Task 8 – Surveying (included in above task)	-0-
Task 9 – Geotechnical Engineering (included in above tasks)	-0-
Task 10 - Environmental Consulting (included in above tasks)	-0-
Task 11 – Architectural Design and Consulting	\$14,000.00
• New House Design Sketches	\$4,750.00
• Reversed Plans	\$1,500.00
• Additional Foundation Plans	\$1,750.00

• Meetings	\$4,500.00
• Assistance to Home Builders	\$1,000.00
• Printing Costs	\$500.00
Task 12 – Project Coordination and Administration	\$6,500.00
• Total	\$140,420.00
• Contingency	\$14,580.00
• Total Costs	\$155,000.00

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the proposal from Stewart Engineering, Inc. dba Stewart of Raleigh, North Carolina to determine compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. The goals for this project are MSDBE 0% and WSDBE 3%. It was determined that Stewart is in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

Stewart will subcontract to the following certified firms:

Firm	ID	City/State	Amount	% of Contract
Cooper and Associates Surveyors, PA	WSDBE	Cary, NC	\$ 15,740.00	6.5%
Ecological Engineering, LLP*	WSDBE	Cary, NC	\$ 3,700.00	1.5%

*Ecological Engineering, LLP is a certified WBE/DBE firm with NCDOT and can be utilized for WSDBE participation.

The WSDBE goal was exceeded.

WORKFORCE STATISTICS

Workforce statistics for Stewart are as follows:

Total Workforce	101	
Total Females	23	(23%)
Total Males	78	(77%)
Black Males	2	(2%)
White Males	72	(71%)
Other Males	4	(4%)
Black Females	0	(0%)
White Females	23	(23%)
Other Females	0	(0%)